



Personnel

**POLICIES ON PRESENTING AND RECORDING
AIR UNIVERSITY GUEST LECTURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes Air University (AU) policies on presenting lectures and on the use, release, and retention of recordings of lectures in AU organizations. It applies to all AU schools and organizations.

SUMMARY OF REVISIONS

A star (★) indicates changes from previous edition. This revision updates referenced Air University and Air Force instructions applying to this instruction and includes a listing of References and Supporting Information (paragraph 1).

★1. References and Supporting Information.

1.1. References:

1.1.1. AFI 33-322, *Records Management Program*

1.1.2. AUI 36-2308, *Academic Freedom*

1.2. Abbreviations and Acronym:

1.2.1. **AFIT** – Air Force Institute of Technology

1.2.2. **AU** – Air University

1.3. Terms:

1.3.1. **Guest Lecturer** – Speakers at AU schools who are not attached to or in the employment of any Air University school, organizations, or office.

1.3.2. **Recording** – Any type of audio or video recording.

2. Policy on Recording Guest Lectures. As an institution of higher learning, AU supports and encourages learning in an environment of responsible freedom for the exchange of ideas and experiences. This environment is extended to our visiting lecturers by offering the right of nonattribution. While AU can assure this right, such assurance cannot be extended to cover AU recordings of speaker presentations, and guest lecturers will be so informed. (See AU Form 42, **Guest Lecturer Agreement and Instructions/Permission to Record**.) For that reason, recordings or copies of presentations are made or maintained by Air University only with explicit authority of the guest lecturer. Guests who are employees or officers of the government, should understand that even if a tape is maintained by the guest personally, it may be difficult or embarrassing to decline to provide it to a requester and in some instances it could be required by a court to be reproduced.

3. Policy, Use, and Release of Recordings.

3.1. Recordings of presentations retained by AU are used primarily by faculty and students of the AU schools. In some instances, they may be used by other Department of Defense organizations.

3.2. Lecturers are informed before their presentations that their recorded remarks may be subject to public disclosure regardless of AU policies. Lecturers are not required to allow taping of lectures.

3.3. Policies on academic freedom are prescribed in AUI 36-2308, *Academic Freedom*. Guest lecturers must be briefed by the schools on these policies. Lecturers not agreeing to abide by the policy precluding the use of offensive remarks and irresponsible statements are not allowed to lecture. **NOTE:** This in no way implies any intent to disallow the presentation of divergent opinions or that any academic topic appropriate for a school's curriculum is disallowed.

3.4. Before a contract for payment is signed or before recording the presentation of any nonpaid guest speaker or visiting lecturer, the schools assure that those individuals understand and complete AU Form 42.

4. Policy Retention and Storage of Recordings. Recordings of lectures given at AU schools are considered routine control records, reference AFI 33-322, *Air Force Records Management Program*, and are retained and stored by each school for a period of time dictated by usage, as determined by the commandant of the school concerned.

5. Official Complaints. The revised AU Form 42 agreement allows nullification of contracts with speakers who fail to abide by AU policies to which they have agreed as part of their contract with AU. Failure to abide by policies may cause a request for termination of payment for services rendered. Official complaints regarding offensive remarks or irresponsible statements may be made by any individual who attended a lecture. Complaints must be made to the commandant of the school where the lecture was given within 72 hours after the lecture. The commandant investigates the charges, and if justified, initiates a request for a termination of payment for services rendered. Schools at Maxwell and Gunter initiate requests through the

Commander, Contracting Squadron (42 CONS/CC), and Air Force Institute of Technology (AFIT) schools initiate requests through AFIT/RPX. Appeals to decisions rendered by the commandants must be made to the Air University Vice Commander (AU/CV).

6. Responsibilities. Each AU school or organization insures that the policies enumerated in this instruction are carried out.

6.1. Form Prescribed. AU Form 42, **Guest Lecturer Agreement and Instructions/Permission to Record.**

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